

Wi-Fi Hotspot Lending Agreement

Wi-Fi Hotspot # _____ Due: _____

The Mahopac Public Library lends Wi-Fi hotspots to card holders ages 18 and above that reside in Mahopac or the Mahopac Central School District and have library cards in good standing (no fines or overdue materials). Checkout is limited to one per household. The lending period is 2 weeks, and the hotspot cannot be renewed or reserved. Hotspots are available on a first-come, first served basis. The library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late returning electronic devices. The library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from the use of the device.

- A Patron must present their library card or a government issued ID to the Information Desk. At the time of check out, the patron shall complete this loan agreement. Once a hotspot is checked out to a patron, it becomes the responsibility of that patron.
- Any changes in condition or contents while in the patron's care will be the patron's responsibility. The patron is responsible for damage, loss, or theft. Patrons should have a basic working knowledge of the device on check out. If any technical problems are encountered, patrons should return the device immediately to the Information Desk.
- Devices must be returned to the Information Desk and should never be returned in the book drop or to another library. Devices returned in the drop will result in a \$25 fine.
- The Hot Spot will be examined to ensure it has not been tampered with. If damage to the device is discovered by Library staff, these costs will be added to the patron's account.
- An overdue fee of \$2 per day up to the full replacement cost of the device will be charged for a hotspot that is not returned on time. Damaged devices or parts will be charged at full replacement cost. Patrons are responsible for full replacement cost if the device or any parts are lost, stolen, damaged or otherwise not returned. **Patrons who consistently return hotspots late or lose a hotspot may lose the right to borrow them.**

I understand and agree to these rules of use. By signing this agreement, I accept the above loan policy and agree that it is my responsibility to return this equipment to Mahopac Public Library in good working condition and free from damage.

Check-out:

PATRON please fill out the following fields:	
	Library Card _____
Name _____	Email _____
Signature _____	Date: _____ Phone: _____
MPL Staff: Check to indicate that all pieces of equipment are present at time of checkout.	
Hotspot <input type="checkbox"/>	Instruction sheet <input type="checkbox"/> Charging cable <input type="checkbox"/> Charging block <input type="checkbox"/> Case <input type="checkbox"/> Staff initials: _____

Check-in:

MPL Staff: Check to indicate that all pieces of equipment are present at time of check-in.	
RETURNED ON: _____	
Hotspot <input type="checkbox"/>	Instruction sheet <input type="checkbox"/> Charging piece(s)* <input type="checkbox"/> Case <input type="checkbox"/> Staff initials: _____

*MPLspot1-4 have 1 USB micro charger only. MPLspot5-8 have 1 retractable USB and 1 AC Adapter.